



## NOTICE OF INTENT TO MOVE

To Whom it May Concern:

\_\_\_\_\_ has notified me that he/she will be vacating  
(Tenant Name)  
the premises located at \_\_\_\_\_  
(Address of Unit)  
on \_\_\_\_\_.  
(Date Unit is to be Vacated)

If the tenant is being asked to move due to damages beyond normal wear and tear and/or lease violations, please notify the West Valley City Housing Authority at 801-963-3320. This will help us to protect the integrity of our program.

**Please be aware that by signing this form you are not relinquishing your right to pursue legal action and/or recovery for tenant caused damages beyond normal wear and tear, or delinquent rent.** You are indicating the tenant has given you proper notice and has your permission to move.

\_\_\_\_\_  
Owner/Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Date

**NOTE: The family must supply current income verification at the time this form is submitted to the Housing Authority in order to receive a moving packet.**

If the tenant is not current on rent or there are known damages to the unit, please detail that information below. Please remember the tenant has the right to dispute any or all of the charges. If disputed, the landlord must obtain a favorable court determination to prevent the tenant from receiving future assistance.

Damages: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of rent owed to the landlord: \$\_\_\_\_\_

